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PRINTING AND PHOTOGRAPHY GROUP  
WEEKLY REPORT FOR PERIOD OF  
20 September 1988 - 27 September 1988

I. Status of Tasks Assigned by Senior Management:

None.

II. Items or Events of Major Interest that have Occurred  
During the Preceding Week:

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B. On Monday, 26 September, demolition began in the Office of Logistics, Printing and Photography Group (OL/P&PG) on the renovation of office space in Printing and Photography Building. Work on the renovation project will be staged so Systems Staff and Planning Office activities can continue during the renovation. The entire renovation project is scheduled to be completed in seventy-five days. [REDACTED]

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C. Two representatives from the Intelligence Community Staff (ICS) met with members of the Office of Logistics, Printing and Photography Group (OL/P&PG) on 22 September to discuss procedures for printing the upcoming 1989-90 Congressional Budget Justification Books (CBBJ). [REDACTED]

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The ICS does not expect printing delays such as those experienced last year. [REDACTED]

✓ D. The Office of Logistics, Printing and Photography Group (OL/P&PG) has placed bar code labels on all of the overt Agency copiers. Beginning 26 September 1988, copier meter readings will be collected by the Copier Management Staff utilizing bar code readers. This automated method of collecting the copier meter readings will significantly reduce the time it takes to process the copier meter readings. [REDACTED] *PROCESSING TIME*

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E. On Monday, 19 September, the Management Staff, Directorate of Administration requested that the Office of Logistics, Printing and Photography Group (OL/P&PG) prepare 19 graphics for use in a briefing concerning a Performance Measuring System. The graphics were completed on time for the dry run on Wednesday, 21 September. On Friday, 23 September, the requestor returned with minor corrections and five additional graphics, which were completed early Monday morning, 26 September, to satisfy the deadline. [REDACTED]

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G. On 26 July, the Office of Logistics, Printing and Photography Group (OL/P&PG) was tasked to produce a videotape for recruiting minority college students to the Agency's Minority Undergraduate Program (MUPIE). On 21 September, three OL/P&PG personnel met with [REDACTED] the Agency's Equal Employment Opportunity (EEO) officer and his assistant to review taped interviews and other footage to be used in the final production. After reviewing the tapes, a discussion was held regarding P&PG's involvement in scripting, editing and producing a finished recruitment tape. The projected completion date for this production is late December 1988. Upon completion, this tape will be sent to colleges across the country. During the meeting, [REDACTED] stated that the DDA has been briefed about this production. [REDACTED]

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### III. Upcoming Events:

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B. During the past week, the Office of the Deputy Director of Science and Technology (DDS&T), Foreign Broadcast Information Service (FBIS) personnel provided the Office of Logistics, Printing and Photography Group (OL/P&PG) with a sample data base of a Spanish-English dictionary which they may wish to have typeset. The data base will be on IBM/PC diskettes which will require conversion by P&PG's Shaffstall translating system.

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IV. Management Activities and Concerns:

The Office of Logistics, Printing and Photography Group (OL/P&PG) hopes to keep disruptions to a minimum during the time when office renovations in the plant are underway. Plans have been made to move people, phones lines, and furniture while maintaining normal operational activities. Hopefully, inconveniences can be kept to a minimum during renovations.

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